

# DEPARTMENT OF HISTORIC RESOURCES

**Position Vacancy, #00045**

**ROLE: Historian/Archaeologist & Preservationist III, Pay Band 5**

**WORKING TITLE: Easement Stewardship Coordinator**

**SALARY: Pay Band 5 – \$41,778 to \$ 57,000 max**

**(Career potential up to \$ 91,986)**

**Responsibilities:** This position is in charge of monitoring and inspecting existing easement properties to determine compliance with the terms of the easement and document current conditions in a written stewardship report. Consults with Division Director and easement program colleagues on the results of the inspections and appropriate response to property owner. Establishes plan to guide stewardship priorities and goals; review and revise current agency policies and procedures for stewardship, inspections and monitoring of easement properties. Maintains regular contact with easement property owners through correspondence, email, newsletters, or other appropriate means.

- Document the condition of each easement property through written descriptions, photographs and GIS.
- Establish/ maintain relationships with easement landowners through regular communication.
- Assist landowners with historic preservation and land management topics.
- Maintain accurate documentation in DHR easement program files.
- Research court documents and county records.
- Assist colleagues and supervisors with resolution of easement violations, interpretation, and approvals, as needed.
- Participate in regular staff, planning and project meetings.
- General office duties and support.

Promotes easement program and stewardship efforts specifically through workshops, presentations, site visits and meetings with individual property owners.

Provides information on the program to members of the public, local governments, state agencies, and the General Assembly. Responsible for providing technical assistance and architectural expertise to DHR staff members and programs, owners of historic properties, other members of the general public, state agencies, local governments, and private preservation groups on matters of architecture and design.

## **Minimum Qualifications:**

Applicant must meet the *Secretary of the Interior's Professional Qualification Standards*. Graduation from an accredited college or university with a degree in architecture, architectural history, archaeology, historic preservation, or related field, with experience in the treatment and stewardship of historic resources. Graduate degree in related field is highly desirable.

Position requires extensive knowledge of Virginia's historic resources, including architecture and cultural landscapes as well as a working knowledge of Virginia archaeology; knowledge of historic preservation laws, regulations; and treatment standards and guidelines. Confirmed understanding of conservation easement law, policies, and best management practices for the

stewardship of historic properties. Demonstrated experience interpreting official court and deed records, property surveys, property descriptions, and related materials.

Must possess strong analytical, problem solving, and organization skills, a demonstrated ability to establish priorities and manage heavy workload, both independently and in cooperation with easement program staff; professional demeanor and ability to work effectively with property owners, the public, and colleagues within the agency, and strong organizational and communication skills, including both written and verbal communication skills required. Demonstrated computer skills using Microsoft Office suite and various software, including word processing, spreadsheets, and presentation applications; experience with GIS, Arcview, GPS equipment, aerial photography, and similar applications.

Regular travel throughout Virginia required with occasional overnight travel. Must possess or be able to obtain a valid Virginia driver's license.

**Application Requirements:** To be considered for this position you must complete a state application through the on-line employment system at <https://jobs.agencies.virginia.gov> by 5:00 p.m. on **Monday, April 6, 2015**. Resumes may be attached but may not substitute for the on-line state application.

EOE M/F/M AND INDIVIDUALS WITH A DISABILITY ARE ENCOURAGED TO APPLY